

Competent authority of an EU Member State

RECOMMENDATION REPORT IN SUPPORT OF PART 21 SUBPART G APPROVAL ISSUE / CONTINUATION / VARIATION / SIGNIFICANT CHANGE

PART ONE OF FIVE PARTS: BASIC DETAILS OF THE ASSESSMENT

Name of the organisation:

Approval reference: **EE.21G.0000**

Address(es) of the facilities surveyed:

Main Part 21 Subpart G activities at
facilities surveyed:

Date(s) of survey: **dd.mm.yyyy**

Names and positions of the organisation's
senior management attended during survey:

Names of the competent authority staff:

Office: Estonian Transport Administration, Aviation Division, Technical Department

EASA Form 56 completion date: dd.mm.yyyy

Note: If it is determined that recommendation for issue/continuation/variation/significant change of approval cannot be made because of non-compliance with Part 21 Subpart G, the reasons for non-compliance need to be identified in PART 4 of the report. A copy of PART 1 and PART 4, or at least the information included in these parts, must be given to the organisation to ensure that the organisation, in failing to obtain Part 21 Subpart G approval, even if only temporarily, has the same information as is on the files of the competent authority.

RECOMMENDATION REPORT IN SUPPORT OF PART 21 SUBPART G APPROVAL ISSUE / CONTINUATION / VARIATION / SIGNIFICANT CHANGE

PART TWO OF FIVE PARTS: **PART 21 SUBPART G COMPLIANCE**

Name of the organisation:

Approval reference: **EE.21G.0000**

Note A: This form has been compiled according those points of Part 21 Subpart G which are relevant to an organisation trying to demonstrate compliance.

Note B: The right hand part of each box must be completed with one of three indicators:

1. a tick (✓) which means compliance;
 2. NR which means the requirement is Not Relevant to the activity at the address surveyed; (the reason for NR should be stated in Part 4 of the report, unless the reason is obvious)
 3. a number relating to a comment which must be recorded in Part 4 of the report.
- The left hand part of each box is optional for use by the competent authority.

21.A.133 Eligibility

Any natural or legal person ('organisation') shall be eligible as an applicant for an approval under this Subpart. The applicant shall:

(a) justify that, for a defined scope of work, an approval under this Subpart is appropriate for the purpose of showing conformity with a specific design; and

(b) hold or have applied for an approval of that specific design; or

(c) have ensured, through an appropriate arrangement with the applicant for, or holder of, an approval of that specific design, satisfactory co-ordination between production and design.

21.A.134 Application

Each application for a production organisation approval shall be made to the competent authority in a form and manner established by that authority, and shall include an outline of the information required by point 21.A.143 and the terms of approval requested to be issued under point 21.A.151.

21.A.139 Quality System

(a) The production organisation shall demonstrate that it has established and is able to maintain a quality system. The quality system shall be documented. This quality system shall be such as to enable the organisation to ensure that each product, part or appliance produced by the organisation or by its partners, or supplied from or subcontracted to outside parties, conforms to the applicable design data and is in condition for safe operation, and thus exercise the privileges set forth in point 21.A.163.

(b) The quality system shall contain:

(1) as applicable within the scope of approval, control procedures for:

(i)		document issue, approval, or change;
(ii)		vendor and sub-contractor assessment audit and control;
(iii)		verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data;
(iv)		identification and traceability;
(v)		manufacturing processes;
(vi)		inspection and testing, including production flight tests;

(vii)		calibration of tools, jigs, and test equipment;
(viii)		non-conforming item control;
(ix)		airworthiness co-ordination with the applicant for, or holder of, a design approval;
(x)		records completion and retention;
(xi)		personnel competence and qualification
(xii)		issue of airworthiness release documents;
(xiii)		handling, storage and packing;
(xiv)		internal quality audits and resulting corrective actions;
(xv)		work within the terms of approval performed at any location other than the approved facilities;
(xvi)		work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation;
(xvii)		issue of permit to fly and approval of associated flight conditions.
		The control procedures need to include specific provisions for any critical parts.

(2) An independent quality assurance function to monitor compliance with, and adequacy of, the documented procedures of the quality system. This monitoring shall include a feedback system to the person or group of persons referred to in point 21.A.145(c)(2) and ultimately to the manager referred to in point 21.A.145 (c)(1) to ensure, as necessary, corrective action.

21.A.143 Exposition

(a) The organisation shall submit to the competent authority a production organisation exposition providing the following information (see Part 3 of this Form):

(b) The production organisation exposition shall be amended as necessary to remain an up-to-date description of the organisation, and copies of any amendments shall be supplied to the competent authority.

21.A.145 Approval requirements

The production organisation shall demonstrate, on the basis of the information submitted in accordance with point 21.A.143 that:

(a) with regard to general approval requirements, facilities, working conditions, equipment and tools, processes and associated materials, number and competence of staff, and general organisation are adequate to discharge obligations under 21.A.165;

(b) with regard to all necessary airworthiness, noise, fuel venting and exhaust emissions data:

(1) the production organisation is in receipt of such data from the Agency, and from the holder of, or applicant for, the type-certificate, restricted type-certificate or design approval to determine conformity with the applicable design data;

(2) the production organisation has established a procedure to ensure that airworthiness, noise, fuel venting and exhaust emissions data are correctly incorporated in its production data;

(3) such data are kept up to date and made available to all personnel who need access to such data to perform their duties;

(c) with regard to management and staff:

(1) A manager has been nominated by the production organisation, and is accountable to the competent authority. His or her responsibility within the organisation shall consist of ensuring that all production is performed to the required standards and that the production organisation is continuously in compliance with the data and procedures identified in the exposition referred to in point 21.A.143.

- (2) a person or a group of persons have been nominated by the production organisation to ensure that the organisation is in compliance with the requirements of this Annex I (Part 21), and are identified, together with the extent of their authority. Such person(s) shall act under the direct authority of the accountable manager referred to in point (1). The knowledge, background and experience of the persons nominated shall be appropriate to discharge their responsibilities;

- (3) staff at all levels have been given appropriate authority to be able to discharge their allocated responsibilities and that there is full and effective co-ordination within the production organisation in respect of airworthiness, noise, fuel venting and exhaust emission data matters;

(d) with regard to certifying staff, authorised by the production organisation to sign the documents issued under point 21.A.163 under the scope or terms of approval:

- (1) the knowledge, background (including other functions in the organisation), and experience of the certifying staff are appropriate to discharge their allocated responsibilities;

- (2) the production organisation maintains a record of all certifying staff which shall include details of the scope of their authorisation;

- (3) certifying staff are provided with evidence of the scope of their authorisation.

21.A.147 Changes to the approved production organisation

- (a) After the issue of a production organisation approval, each change to the approved production organisation that is significant to the showing of conformity or to the airworthiness and characteristics of noise, fuel venting and exhaust emissions of the product, part or appliance, particularly changes to the quality system, shall be approved by the competent authority. An application for approval shall be submitted in writing to the competent authority and the organisation shall demonstrate to the competent authority before implementation of the change, that it will continue to comply with this Subpart.

- (b) The competent authority shall establish the conditions under which a production organisation approved under this Subpart may operate during such changes unless the competent authority determines that the approval should be suspended.

21.A.148 Changes of location

A change of the location of the manufacturing facilities of the approved production organisation shall be deemed of significance and therefore shall comply with point 21.A.147.

21.A.149 Transferability

Except as a result of a change in ownership, which is deemed significant for the purposes of point 21.A.147, a production organisation approval is not transferable.

21.A.151 Terms of approval

The terms of approval shall identify the scope of work, the products or the categories of parts and appliances, or both, for which the holder is entitled to exercise the privileges under point 21.A.163.

Those terms shall be issued as part of a production organisation approval.

21.A.153 Changes to the terms of approval

Each change to the terms of approval shall be approved by the competent authority. An application for a change to the terms of approval shall be made in a form and manner established by the competent authority. The applicant shall comply with the applicable requirements of this Subpart.

21.A.157 Investigations

A production organisation shall make arrangements that allow the competent authority to make any investigations, including investigations of partners and sub-contractors, necessary to determine compliance and continued compliance with the applicable requirements of this Subpart.

21.A.163 Privileges

Pursuant to the terms of approval issued under point 21.A.135, the holder of a production organisation approval may:

- (a) perform production activities under this Annex I (Part 21).

- (b) in the case of complete aircraft and upon presentation of a statement of conformity (EASA Form 52) under point 21.A.174, obtain an aircraft certificate of airworthiness and a noise certificate without further showing;

- (c) in the case of other products, parts or appliances, issue authorised release certificates (EASA Form 1) under 21.A.307 without further showing;

- (d) maintain a new aircraft that it has produced and issue a certificate of release to service (EASA Form 53) in respect of that maintenance;

- (e) under procedures agreed with its competent authority for production, for an aircraft it has produced, and when the production organisation itself is controlling under its POA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight, to issue a permit to fly in accordance with point 21.A.711(c) including approval of the flight conditions in accordance with point 21.A.710(b).

21.A.165 Obligations of the holder

The holder of a production organisation approval shall:

- (a) ensure that the production organisation exposition furnished in accordance with point 21.A.143 and the documents to which it refers, are used as basic working documents within the organisation;

- (b) maintain the production organisation in conformity with the data and procedures approved for the production organisation approval;

- (c) (1) determine that each completed aircraft conforms to the type design and is in condition for safe operation prior to submitting statements of conformity to the competent authority; or

- (2) determine that other products, parts or appliances are complete and conform to the approved design data and are in a condition for safe operation before issuing an EASA Form 1 to certify conformity to approved design data and in a condition for safe operation, and additionally in case of engines, determine according to data provided by the engine type-certificate holder that each completed engine is in compliance with the applicable emissions requirements as defined in point 21.A.18(b), current at the date of manufacture of the engine, to certify emissions compliance; or

- (3) determine that other products, parts or appliances conform to the applicable data before issuing EASA Form 1 as a conformity certificate;

- []
- (d) record all details of work carried out;
[]
- (d) establish and maintain an internal occurrence reporting system in the interest of safety, to enable the collection and assessment of occurrence reports in order to identify adverse trends or to address deficiencies, and to extract reportable occurrences. This system shall include evaluation of relevant information relating to occurrences and the promulgation of related information;
[]
- (f) (1) report to the holder of the type-certificate or design approval, all cases where products, parts or appliances have been released by the production organisation and subsequently identified to have possible deviations from the applicable design data, and investigate with the holder of the type-certificate or design approval in order to identify those deviations which could lead to an unsafe condition;
[]
- (2) report to the Agency and the competent authority of the Member State, or both, the deviations which could lead to an unsafe condition identified according to point (1). Such reports shall be made in a form and manner established by the Agency under point 21.A.3A(b)(2) or accepted by the competent authority of the Member State;
[]
- (3) where the holder of the production organisation approval is acting as a supplier to another production organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data;
[]
- (g) provide assistance to the holder of the type-certificate or design approval in dealing with any continuing airworthiness actions that are related to the products parts or appliances that have been produced;
[]
- (h) establish an archiving system incorporating requirements imposed on its partners, suppliers and sub-contractors, ensuring conservation of the data used to justify conformity of the products, parts or appliances. Such data shall be held at the disposal of the competent authority and be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances;
[]
- (i) where, under its terms of approval, the holder issues a certificate of release to service, determine that each completed aircraft has been subjected to necessary maintenance and is in condition for safe operation, prior to issuing the certificate;
[]
- (j) where applicable, under the privilege of point 21.A.163(e), determine the conditions under which a permit to fly can be issued;
[]
- (k) where applicable, under the privilege of point 21.A.163(e), establish compliance with point 21.A.711(c) and (e) before issuing a permit to fly to an aircraft.
[]

RECOMMENDATION REPORT IN SUPPORT OF PART 21 SUBPART G APPROVAL ISSUE / CONTINUATION / VARIATION / SIGNIFICANT CHANGE

PART THREE OF FIVE PARTS: **PART 21 SUBPART G EXPOSITION COMPLIANCE**

Name of the organisation:

Approval reference: **EE.21G.0000**

Note A: Each box must be completed with one of three indicators:

1. a tick (✓) which means compliance;
2. NR which means the requirement is NOT RELEVANT to the activity at the address surveyed; (The reason for NR should be stated in Part 4 of the report unless the reason is obvious.);
3. a number relating to a comment which must be recorded in Part 4 of the report.

Note B: The exposition may be compiled in any subject order as long as all applicable subjects are covered.

Note C: If the organisation holds another Part approval requiring an exposition or handbook it is acceptable to use this index as a supplement to the existing exposition or handbook and to cross-refer each subject to the position in the existing exposition or handbook.

Production organisation exposition

Revision Status:

(Content as required by 21.A.143(a))

(1)		A statement signed by the accountable manager confirming that the production organisation exposition and any associated manuals which define the approved organisation's compliance with this Subpart will be complied with at all times;
(2)		the title(s) and names of the managers accepted by the competent authority in accordance with point 21.A.145(c)(2);
(3)		the duties and responsibilities of the manager(s) as required by point 21.A.145(c)(2) including matters on which they may deal directly with the competent authority on behalf of the organisation.
(4)		an organisational chart showing associated chains of responsibility of the managers as required by point 21.A.145(c)(1) and (c)(2);
(5)		a list of certifying staff as referred to in point 21.A.145(d) [Note : a separate document may be referenced]
(6)		a general description of man-power resources;
(7)		a general description of the facilities located at each address specified in the production organisation's certificate of approval.
(8)		a general description of the production organisation's scope of work relevant to the terms of approval;
(9)		the procedure for the notification of organisational changes to the competent authority;
(10)		the amendment procedure for the production organisation exposition;
(11)		a description of the quality system and the procedures as required by point 21.A.139(b)(1);
(12)		a list of those outside parties referred to in point 21.A.139 (a). [Note : a separate document may be referenced]

RECOMMENDATION REPORT IN SUPPORT OF PART 21 SUBPART G APPROVAL ISSUE / CONTINUATION / VARIATION / SIGNIFICANT CHANGE

PART FOUR OF FIVE PARTS: FINDINGS ON PART 21 SUBPART G COMPLIANCE STATUS

Name of the organisation:

Approval reference: **EE.MG.0000**

Note A: Each finding must be identified by number and the number must cross-refer to the same number in a box in Part 2 or 3 of the Part 21 Subpart G survey report.

Note B: As stated in Part 1 any comments recorded in this Part 4 should be copied to the organisation surveyed together with Part 1.

Note C: In case of a partial clearance of a finding with some outstanding action remaining, this action has to be identified.

No:	FINDING	Level	OUTSTANDING ACTION	CLEARANCE	
				DATE	REP. REF.
1					
2					
3					
4					
5					
6					
NAME & SIGNATURE OF SURVEYOR					DATE

**RECOMMENDATION REPORT IN SUPPORT OF PART 21 SUBPART G APPROVAL
ISSUE / CONTINUATION / VARIATION / SIGNIFICANT CHANGE**

**PART FOUR OF FIVE PARTS: PART 21 SUBPART G APPROVAL
RECOMMENDATION**

Name of the organisation:

Approval reference: **EE.21G.0000**

Recommendation for issue / variation of approval/significant change:

The following Part 21 Subpart G Terms of approval are recommended for the above organisation at the address(es) specified in Part 1 of this report:

or

Recommendation for continuation of existing approval:

It is recommended that the Part 21 Subpart G Terms of approval identified in EASA Form 55 referenced EE.MG.0000 be continued.

☐ **Reporting performed according to procedure for authority surveillance of suppliers of a POA holder located in other Member States, if applicable (Strict confidentiality to be observed).**

**Name of competent authority surveyor
making recommendation:**

**Signature of the competent
authority surveyor:**

Competent authority office: Estonian Transport Administration
Aviation Division, Technical Department

Date: 00.00.2000